

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 10-401**

9 MAY 2002

Operations

**USAFA PLANS DEVELOPMENT AND
MANAGEMENT**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>.

OPR: HQ USAFA/XPA (Sandra Michalenko)
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This USAFA instruction implements AFD 10-4, *Operations Planning*, and AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*. It establishes procedures and outlines responsibilities for the USAF Academy plans management program and applies to all USAFA organizations. See [Attachment 1](#) for a glossary of terms.

SUMMARY OF REVISIONS

Added approved revision package to be submitted within 30 days for final review, and HQ USAFA/XPA will then review and release the plan within 7 days (paragraph [2.2.1](#)); added must coordinate with Safety (HQ USAFA/SE) (paragraph [2.6.2](#)). A “[” indicates revised material since the last edition.

1. USAFA Plans Management Responsibilities:

1.1. Plans and Special Events Division (HQ USAFA/XPA). HQ USAFA/XPA acts as the manager for all USAFA plans. HQ USAFA/XPA will:

- 1.1.1. Establish policy procedures for the USAFA plans program.
- 1.1.2. Assign numbers to new USAFA plans.
- 1.1.3. Maintain official record sets of USAFA plans.
- 1.1.4. Publish and release final approved USAFA plans.
- 1.1.5. Maintain the index of USAFA plans.
- 1.1.6. Generate annual reviews of perpetual USAFA plans.

1.2. USAFA Organizations:

1.2.1. Plans Managers. As a minimum, 34th Training Wing (34 TRW) and 10th Air Base Wing (10 ABW) will appoint an organizational plans manager (and alternate) to implement and manage the USAFA plans program within their organization. Submit these names to HQ USAFA/XPA, in writing. Other organizations may appoint plans managers if desired. Organizational plans managers will:

1.2.1.1. Serve as the focal POC for all plans originated by their organization.

1.2.1.2. Appoint subordinate plans monitors within their organization as desired. Provide guidance and training to subordinate plans monitors and plan OPRs as appropriate. Instruct OPRs on preparing draft documents; completing and coordinating AF Form 673, **Request to Issue Publication**; and proper certifying and approving signatures.

1.2.1.3. Ensure all annual reviews are conducted in a timely manner and returned to HQ USAFA/XPA. If plans require revision, ensure they are submitted to HQ USAFA/XPA by the suspense date.

1.2.2. Plans Monitors. In large organizations, such as 10 ABW and 34 TRW, with numerous USAFA plans, subordinate plans monitors may be appointed to serve as focal points for plans managers and OPRs.

1.2.3. Plans OPRs. The OPR of a USAFA plan is responsible for the following:

1.2.3.1. Preparing, coordinating, and submitting new and revised USAFA plans to HQ USAFA/XPA for final processing.

1.2.3.2. Resolving any nonconcurrence issues prior to submitting plan to HQ USAFA/ XPA.

1.2.3.3. Keeping existing USAFA plans current.

2. USAFA Plans Management Procedures:

2.1. Official Record Sets of Plans. HQ USAFA/XPA will maintain the official record set of all USAFA plans, which will be kept in accordance with AFMAN 37-139, *Records Disposition Schedule*. Each official record set will contain:

2.1.1. A printed copy of the plan.

2.1.2. AF Forms 673 showing all original coordination, certification, and approval signatures, including any background correspondence, e-mails, etc.

2.1.3. The latest annual review, as required.

2.2. Annual Reviews. The two categories of USAFA plans--perpetual and recurring--are defined in [Attachment 1](#).

2.2.1. Perpetual USAFA plans will be reviewed annually during the anniversary month of the plan. HQ USAFA/XPA will generate the review letter and send it to the organizational plans manager or OPR as appropriate. The OPR will respond to the review letter by the suspense date, indicating whether the plan is current, requires revision, or is no longer needed (obsolete). If the plan requires revision, the OPR will provide HQ USAFA/XPA the fully coordinated and approved revision package within 30 days for final review, and XPA will then review and release the plan within 7 days.

2.2.2. Recurring USAFA plans must be updated by the OPR at least 30 days prior to the event they support. Revisions, coordination, and approval must be completed for submission to HQ USAFA/XPA with sufficient lead time to support all planning activities for the particular event. In addition, allow at least 7 workdays for HQ USAFA/XPA review and processing.

2.3. Plans Index . HQ USAFA/XPA will maintain and publish an index of USAFA plans on the USAFAnet Y drive at Y:\XP\XPA\Plans Mgt\Index. This index will be updated each time a plan is published or obsoleted. Master file copy will be maintained in HQ USAFA/XPA.

2.4. Plans Numbering . HQ USAFA/XPA will assign numbers to new USAFA plans as follows:

2.4.1. Perpetual plans will be numbered according to the subject series of the Air Force Policy Directive (AFPD) and Air Force Instruction (AFI) they implement. For example, USAFA Plan 32-1, *Disaster Preparedness*, implements AFPD 32-40 and AFI 32-4001.

2.4.2. Recurring plans will be numbered in sequence using the next available number, followed by the two-digit current year (for example, USAFA Plan 38-00, Graduation).

2.5. Plans Format . All plans will be typed using MS Word, Times New Roman font, 12 pitch with 1-inch justified margins. Main paragraph titles will be typed upper case and underlined. Subparagraph titles will be in upper and lower case and underlined. A USAFA plans template is available at Y:\XP\XPA\Plans Mgt\Template. Also, see sample plan format at [Attachment 2](#). Do not date draft plans. HQ USAFA/XPA will assign the date upon final release.

2.6. Plans Coordination:

2.6.1. Use AF Form 673, **Request to Issue Publication**, for coordination and approval of all USAFA plans. Coordination can be obtained via hard copy or FormFlow packaging capabilities. See instructions for completing AF Form 673 at [Attachment 3](#).

2.6.2. As a minimum, plans must be coordinated with all tasked agencies and the appropriate Staff Judge Advocate (JA): HQ USAFA and 34 TRW OPRs coordinate with HQ USAFA/JA; 10 ABW OPRs with 10 ABW/JA, and HQ USAFA/SE. All coordination should be accomplished electronically using e-mail and the USAFAnet Y drive. **NOTE:** To obtain coordination from any 10 ABW organization, plans must be sent to Plans and Programs (10 ABW/LGLX). Do not send plans directly to any tasked 10 ABW agency; instead, show only "10 ABW/CC" on the AF Form 673.

2.7. Plans Certification and Approval (AF Form 673):

2.7.1. Certifying Authority (Block 17) can be any individual between the plan OPR and the approving authority.

2.7.2. Approving Authority (Block 20) **must be** the two-digit organizational head.

2.8. Submission to HQ USAFA/XPA. The fully coordinated and approved plan package must be submitted to HQ USAFA/XPA for final review (allow 7 workdays for HQ USAFA/XPA review) and release as follows:

2.8.1. One hard copy of the plan.

2.8.2. An electronic copy of the plan on diskette or via e-mail.

2.8.3. All AF Forms 673 used to obtain coordination and approval, containing original signatures.

2.8.4. All comments and background materials to include e-mail and correspondence.

2.9. Final Review and Release:

2.9.1. HQ USAFA/XPA is the Final Release Authority for all USAFA Plans. Prior to release, HQ USAFA/XPA will review submitted plan package for proper format, coordination, and approval according to this instruction.

2.9.2. HQ USAFA/XPA will date the plan to coincide with final release.

2.9.3. After the Director, Plans and Programs (HQ USAFA/XP), signs the record copy, HQ USAFA/XPA will place final electronic file on the USAFAnet Y drive. HQ USAFA/XPA will notify all organizations of plan release via Dist O e-mail message. USAFA plans are not considered final until HQ USAFA/XPA releases and posts them to Y:\XP\XPA\Final Plans. Local reproduction is authorized.

3. Form Adopted. AF Form 673, Request to Issue Publication.

JAMES W. SPENCER, Col, USAF
Director, Plans and Programs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Terms***

Anniversary Month—The month in which the plan is dated.

Annual Review—A review by the plan OPR conducted each year to ensure the plan is still current and essential.

Approval Authority—The individual who approves the plan for publication, verifying that it is in consonance with Air Force doctrine, existing law, and National, Department of Defense, and Air Force policy.

Certifying Authority—The individual who certifies that the plan meets Air Force requirements for necessity, good taste, and applicability to the Air Force.

Perpetual Plans—Plans that remain in effect indefinitely to support specific contingencies. OPRs review these plans annually and revise as needed. (For example, USAFA Plan 32-1, *Disaster Preparedness*.)

Record Set—The formal coordination and approval documentation that supports a published plan.

Recurring Plans—Plans that are updated with each occurrence of the supported activity. (For example, USAFA Plan 38-00, *Graduation*.)

Attachment 2**USAFA PLAN FORMAT**

USAFA PLAN XX-XX

(XPA will insert date here)

TITLE.

PLAN SUMMARY. Outlines the purpose, assigns responsibility and provides guidance for execution of this plan.

ADMIN INSTRUCTIONS AND SECURITY

1. OFFICE OF PRIMARY RESPONSIBILITY.
2. EFFECTIVE DATE. This plan is effective immediately and supersedes USAFA Plan (number), (date).
3. DISTRIBUTION. This plan is available at Y:\XP\XPA\Final Plans\ (number)(title).
4. CLASSIFICATION. Unclassified.

USAFA PLAN XX-XX
TABLE OF CONTENTS

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REFERENCES:

If any, list number and title of instruction, manual, or plan referenced in the body of the plan.

USAF PLAN XX-XX
LIST PLAN TITLE HERE

TASKED ORGANIZATIONS. See Annex A. (As a minimum, each plan will have Annex A.)

1. SITUATION. This paragraph should contain background information to aid organizations in the understanding and execution of assigned taskings. (Include applicable dates, numbers, and so forth.)

1.1. Friendly Forces. Friendly forces are units, organizations, or individuals outside the Academy who have agreed to support implementation of the plan. List each friendly force (major commands, civilian agencies, or individual names with titles, addresses, telephone numbers, if appropriate). State "none" if not applicable.

1.2. Definitions. Always include "Definitions contained herein are in alphabetical order and conform to those listed in AFDD 1-2, *Air Force Glossary*, except those listed below."

2. MISSION. Provide concise statements indicating the overall USAF Academy mission with regard to this plan.

3. EXECUTION:

3.1. Concept of Operations. In this paragraph, give a concise description of how the operation will be conducted. Lengthy or detailed schedules, procedures, and so forth, should be included in attachments to the basic plan, listed in order of increasing detail (annexes, appendixes, tabs, and exhibits), with references made to them in this paragraph. For example:

<u>Annex</u>	<u>Title of Annex</u>	<u>OPR</u>
A	Tasked Organizations	XPA
B	Schedule of Events	XPA

3.2. Tasks for USAF Academy Organizations:

In separate, numbered subparagraphs, list the tasks for each USAF Academy organization. Beginning with the OPR, tasked organizations should appear in the same order as they are listed under the Tasked Organizations section of any plan. The format will be as shown below:

3.2.1. The (tasked agency) (office symbol) will:

3.2.1.1. Through subordinate office or sub-office symbol,

3.2.1.1.1. In separate, numbered subparagraphs, list the specific tasks to be accomplished.

3.2.1.1.2. Tasks should be explained in sufficient detail to ensure understanding and successful accomplishment.

3.2.1.1.3. When agencies are required to monitor event progress or to meet specific equipment requirements, time schedules, and so forth, direct them to prepare annexes or appendices as appropriate.

3.2.1.1.4. If only one subordinate office is tasked or only one task is directed, use a continuous sentence rather than a subparagraph.

3.3. Friendly Forces: In separate, numbered subparagraphs, list the support that each command, agency, or individual, and so forth, has agreed to provide. Prior coordination is mandatory. If not applicable, omit. Do not task friendly forces.

3.3.1. (Friendly Force) has agreed to:

3.3.1.1. Explain agreed upon support in sufficient detail to ensure understanding and successful accomplishment.

3.3.1.2. Include information that directly affects plan implementation, such as augmentation personnel, funding, logistics resources, and other support requirements.

4. COMMAND AND CONTROL. Indicate "Normal" if there is no shift in USAFA Command and Control.

4.1. Command. Normal.

4.2. Control. Normal.

OFFICIAL

Superintendent's Signature Block

Director, Plans and Programs, Signature Block

USAFA PLAN XX-XX
DATE

ANNEX A TO USAFA PLAN XX-XX
TASKED ORGANIZATIONS

List organizations alphabetically by office symbol. Numbered organizations will precede alphabetical organizations. Include office symbol and phone number. Include a project officer name only if the plan is recurring.

<u>USAFA Organization</u>	<u>Office Symbol</u>	<u>Phone</u>
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A-1



ANNEX B TO USAFA PLAN XX XX
SCHEDULE OF EVENTS

Start each Annex on a new page.

B-1



If an annex has more than one page, omit the heading on subsequent pages; however, include a footer as shown below.

ANNEX B
USAFA PLAN XX-XX
DATE

B-2

APPENDIX 1 TO ANNEX B TO USAFA PLAN XX-XX
MAP OF FALCON STADIUM

Also start each Appendix on a new page. Use the same header/footer scheme as for Annexes.

Attachment 3**INSTRUCTIONS FOR COMPLETING AF FORM 673, REQUEST TO ISSUE
PUBLICATION****Section I—For Use by the Office of Primary Responsibility**

<u>Block</u>	<u>Action</u>
1	Leave blank
2-6	Self-explanatory
7	If publication is new, leave blank; otherwise, enter publication number
8 & 9	Self-explanatory
10 & 11	Enter “N/A” in each
12	Enter “X”
13	Self-explanatory
14	If you are issuing this USAFA plan to satisfy a requirement in a higher headquarters publication, indicate the number of that publication.
15	If the USAFA plan requires implementation by a specific date, enter the date in this block, plus a complete explanation in Block 16, Remarks.

Section II—Coordination and Concurrence

In the left column, enter the office symbol of each office required to coordinate on the plan. If coordination is required from any 10 ABW organizations, list only “10 ABW/CC” and then send the AF Form 673 and draft plan to 10 ABW/LGLX for internal staffing. Do not send directly to any 10 ABW offices.

Section III—Forms (This section does not apply to USAFA Plans)

- 16 As a minimum and to assure coordination is accomplished in a timely manner, include a statement such as “Please review, coordinate, and return to (your office symbol) NLT (date).”
- 17 Enter the signature block of anyone between the OPR for the plan and the approving authority below in Block 20
- 20 Enter the signature block of your two-digit organizational head. All 10 ABW organizations must enter the 10 ABW/CC or CV